



AFTERSCHOOL DAZE

Kinder Club

# 2016-2017 Parent Handbook



McCambridge Recreation Center

1515 N. Glenoaks Blvd.

(818) 238-5378

[www.burbankca.gov/asd](http://www.burbankca.gov/asd)

[afterschooldaze@burbankca.gov](mailto:afterschooldaze@burbankca.gov)



city of burbank **PARKS  
& RECREATION**

# WELCOME to Kinder Club!

The City of Burbank Parks and Recreation Department would like to welcome you and your child(ren) to Afterschool Daze's (ASD) Kinder Club, a supervised recreational program for students enrolled in Transitional Kindergarten and Kindergarten at Roosevelt Elementary.

At ASD, we provide a safe environment for children with activities that enhance the children's physical, social, and cognitive development. Experienced staff lead the children in activities such as games, sports, nature, cooking, crafts, science, fitness, and special events. The staff to child ratio is 1:10. Homework time is designated daily and assistance is offered by staff. Please take the time to read over this handbook as it contains valuable program information. We look forward to a great school year!

## ABOUT KINDER CLUB

### PROGRAM HOURS

Kinder Club will be offered every school day, Monday through Friday and accommodate the 12:30 and 1:30 pm TK and K dismissals. **The ASD program closes promptly at 6:00 p.m., late fees will be charged after 6:00 p.m.**

### PROGRAM LOCATION

Children will sign in with Parks & Recreation Staff at Roosevelt Elementary's lunch shelter. When all children from both 12:30 and 1:30 pm dismissal times are signed in and accounted for, children and staff will then walk over to the **Verdugo Park Log Cabin, located next to the children's playground.**

### PARTNERSHIP WITH BURBANK UNIFIED SCHOOL DISTRICT

The City of Burbank Parks and Recreation Department staff offers the Kinder Club program with the support of the Burbank Unified School District. All communication regarding program activities and child absences must be directed to the Kinder Club staff, not to elementary school staff.

### CONTACTING PROGRAM DIRECTOR

To speak with the program director or administrative staff, please call McCambridge Recreation Center at (818) 238-5378. The administrative staff can be reached until 6:30 p.m. Beyond regular business hours, you may leave a message with night staff at McCambridge Recreation Center or send an email.

Program Director: Viviana Garzon  
Email: [afterschooldaze@burbankca.gov](mailto:afterschooldaze@burbankca.gov)

## STAFF

The ASD/Kinder Club staff consists mostly of college students and college graduates. Many of the staff have taken or are currently enrolled in child development, education, and recreation classes. All staff are CPR, First Aid, and Blood Borne Pathogens certified. In addition, staff go through the Live Scan fingerprinting process. The City of Burbank Parks and Recreation Department conducts bi-monthly staff meetings with focused training. The staff is enthusiastic and strives to make Kinder Club a enjoyable program for your child!

The Recreation Leader is the site supervisor of the ASD program. The Recreation Leader is an experienced part-time member of the City of Burbank Parks and Recreation Department. Each ASD site is staffed with one Recreation Leader and one or more Work Trainees who support and assist the Recreation Leader in all program activities.

## PROGRAM SCHEDULE

Daily program elements include free play, homework time, and recreational activities. A calendar with daily scheduled activities and a newsletter with program and department information will be distributed monthly.

## PHYSICAL ACTIVITIES

Physical activities, games and fitness are scheduled often in an effort to help kids stay healthy and physically fit. If your child has any limitations that may affect his/her ability to participate in physical activities, please be sure to inform your site staff.

## MOVIES

Occasionally, a movie day will be scheduled on the monthly calendar of activities. All movies shown will be rated G. Please talk to the Recreation Leader if this is of concern to you.

## REPORTING ABSENCES

If your child will be absent from ASD, you must notify the site staff one of the following ways:

- On the previous day when you pick up your child
- **Call** McCambridge Recreation Center at (818) 238-5378 by **10:00 a.m.** on the day your child will be absent
- **Email** your child's name and date of the absence by **10:00 a.m.** on the day your child will be absent.

Cooperation between parents and staff help insure the safest environment for the children. Excessive "no-calls" may result in your child being dismissed from the program.

## SITE CELL PHONE

Staff carry a site cell phone that will be operational **during ASD hours**. Please call (818) 441-4140 if you need to communicate with staff during Kinder Club hours.

**Kind reminder:** Do not call or text staff on their personal cell phones.

## EMERGENCY INFORMATION

Please make sure all the information on your child's registration form is current and accurate. If you move or change phone numbers (work, cell, or home), please make sure that the information on your emergency forms is updated immediately.

## MEDICATION

If your child requires medication during program hours, you and your doctor must complete a **Medication Release Form**. This form must be on file with the program director. ASD staff will administer the medication only with this form on file.

**Please note any information that will help staff effectively supervise your children, for example: health considerations, special needs, etc. on their Registration Form.**

## DISCIPLINE POLICY

To prevent the need for discipline, the City of Burbank Parks and Recreation Department staff utilizes positive reinforcement techniques while communicating with the children. ASD staff recognizes and rewards appropriate behavior. However, if there is a need for discipline, appropriate action will be taken. The procedures used by the staff are designed to be fair, consistent and effective. First, the staff and child will discuss the inappropriate behavior and expectations of the child. If the problem continues, the child could have a warning, a time out, and/or participation privileges taken away.

Parents will be notified when the child misbehaves. If a child's behavior is unsafe or harmful to themselves or others, parents will be asked to pick up their child. Continuous or major disciplinary problems could result in your child being suspended or expelled from the program.

## PERSONAL PROPERTY

All articles of clothing and personal property should be clearly marked with your child's name. Be aware that possessions do get lost or misplaced; please discourage your child from bringing toys, radios, electronic games, headphones, etc. to ASD. Cell phones are not to be used during ASD hours. Children using cell phones will be asked to put them away. The City of Burbank Parks and Recreation Department is not responsible for the children's personal belongings.

## PHOTOGRAPHS

The City of Burbank may use your child(ren)'s photographs and images for the purpose of publicizing and marketing City activities. No compensation will be given for use of these photographs and these images will become the sole property of the City of Burbank.

## PARENT COMMUNICATION

We strongly encourage parent communication and cooperation with the staff. Good communication with each parent helps ASD staff relate to the children most effectively. Please feel free to

communicate any special needs or address any concerns that you have to the staff. The staff will inform you of any behavior concerns regarding your child when necessary. Under no circumstances should a parent of one child attempt to discipline another child. In such a case, please address your concerns to staff.

**PARENT VOLUNTEER & VISITATION POLICY**

The City of Burbank Parks and Recreation Department is committed to providing safe and quality programs for your children. For the safety of the children in the ASD program, the City of Burbank does not allow parents to volunteer or make extended visits during program hours. If you need to drop off a snack or talk to your child during program hours and you are not checking your child out, please limit your visit to less than five minutes. Engaging in activities or interacting with other children during program hours is prohibited. The limited visitation time allows for our staff to have better supervision of the children, limit their exposure to strangers and ensure a safer environment.

**SCHOOL BREAKS & HOLIDAYS**

The City of Burbank Parks and Recreation Department offers day camp programs for students in **Kindergarten through 5<sup>th</sup> grade** at various recreation centers during Winter Break, Spring Break, and Summer Break. The day camp program is separate from ASD and your ASD payment does not include these breaks. A designated registration date, location, and time will be determined for each activity. Look for more information at your site. Due to the nature of day camp’s operations, children must be currently enrolled in or have completed Kindergarten to register for Winter, Spring, or Summer Day camps.

**School and Afterschool Daze will be closed on the following Federal Holidays:**

Labor Day	September 5, 2016
Veteran’s Day	November 11, 2016
Thanksgiving Day	November 24 and November 25, 2016
Martin Luther King, Jr. Day	January 16, 2017
President’s Day	February 20, 2017
Memorial Day	May 29, 2017

**PUPIL FREE DAYS for students in Transitional Kindergarten—5<sup>th</sup> grade**

On Pupil Free Days, which are not city-wide holidays, supervision will be provided from 7:30 a.m. to 6:00 p.m. at McCambridge Recreation Center for an additional fee. The fee generally ranges from \$30 to \$35. Look for registration forms at your site to register your child for the Pupil Free Days. The registration deadline will be approximately one week prior to the Pupil Free Day and will be listed on your monthly calendar. Late registrations will not be accepted. Only participants meeting the deadline may be registered for the Pupil Free Day care. A participant who does not meet the deadline will be placed on a waiting list and accepted only if a registered participant drops, making a space available. Registrations will be accepted at the ASD sites and McCambridge Recreation Center. Pupil Free Days are subject to cancellation when enrollment is low.

### **Pupil Free Days for 2016-2017 School Year:**

Wednesday, November 23, 2016

Friday, February 13, 2017

## **SNACKS**

A daily snack with a small drink (6 oz. juice or milk) will be provided. If you wish to send an afterschool snack with your child, please make sure his/her name is clearly marked on the container. Water is readily available at the site.

There may be occasions when the children participate in a cooking activity or make a snack. Please make sure the site staff is aware of all food allergies and/or dietary restrictions. Cooking activities will be scheduled on the monthly calendar.

## **PRIORITY REGISTRATION FOR NEXT SCHOOL YEAR**

Children who are enrolled in our program in the 2016-2017 school year will have priority registration for the 2017-2018 school year. Priority Registration forms and information will be distributed after your May payment is made. To receive priority registration, participants must be enrolled in ASD in May 2017 and register for the 2017-2018 school year by the priority registration deadline.

# **SIGN IN & SIGN OUT**

## **STUDENT SIGN IN**

Each participant will check him/herself into the program daily with a staff who will sign them in. Children must check in with staff **immediately** after school dismissal. Constant tardiness may result in your child being suspended or expelled from the program. If your child fails to check in and staff was not notified of his/her absence, staff will call you to confirm the absence. **If you and/or your child cannot be found, the police may be notified.** Excessive “no-calls” for absences may result in your child being dismissed from the program.

## **SIGNING OUT**

**A parent, responsible adult, or older sibling (minimum 14-years old) listed on your child's registration form must sign your child out. Only the people listed on the registration form will be authorized to pick up your child. A photo I.D. will be required to verify identification.**

If you need to add to your list of people authorized to pick up your child, you may email [afterschooldaze@burbankca.gov](mailto:afterschooldaze@burbankca.gov) by 12:00 pm the day the adult will be picking up your child. Please include your full name, phone number, child's name, child's date of birth, name of the person you would like to add to the list, and the date the person will be picking up your child. For safety purposes, a site staff will call you to verify your authorization.

If an unauthorized person attempts to pick up your child or if the person's identification cannot be

verified with a picture I.D., staff **WILL NOT** release your child to him/her. Please remember that parents will need to show identification to the staff on the first few days of school as the staff might not know the parent.

The ASD program may deny access to an adult whose behavior presents a risk to children present in the facility or whose actions disregard the rules and regulations of the program. Furthermore, children will not be released to an adult who appears to be under the influence of drugs or alcohol. If any of these situations appear to be a continuing problem, your child may be dropped from the program.

## COURT ORDERS

Parents are automatically authorized to pick up their children. The ASD program can not restrict the rights of one parent at the request of the other parent. If there are extenuating circumstances, please contact the ASD Director.

## LATE PICK UP FEES

The closing time of the program at each site is 6:00 p.m. You must pick up your child by this time. Late fees are charged starting at 6:01 and are due when your child is picked up. You will be charged \$5.00 for the first 15 minutes you are late picking up your child(ren) and an additional \$1 per minute thereafter. At the latest, all late fees are due with payments on the 25<sup>th</sup> of each month. Picking your child up late on a consistent basis or picking up your child excessively late will result in your child being dropped from the program.

# PROGRAM FEES

## PROGRAM FEE

The cost of the Kinder Club program for 2016-2017 is \$325 per month (for four weeks of care—not calendar month). **See page 9 for detailed payment plan.** A \$50.00 registration fee (per child) to cover administrative costs associated with the program will also be required at the time of registration. The registration fee is non-refundable once your child starts the program. A two-week notice before your child starts the program is required to receive a refund of the \$50.00 registration fee.

**Monthly program fees are due on the 25<sup>th</sup>.** This fee must be paid to hold your child's space regardless of attendance (this includes illness, holidays, family emergencies, etc.) There is no prorated fee. The fee remains the same regardless of any holidays or early dismissal. There is no fee assessed for the weeks of Winter and Spring Break. Payment for a child registered mid-month is prorated until month's end. Parents will then be charged the monthly rate.

## MAKING MONTHLY PAYMENTS, [www.burbankparks.com](http://www.burbankparks.com)

ASD uses an Online Registration Program called E-TRAK PLUS. Monthly payments can be made online via your E-Trak account ([www.burbankparks.com](http://www.burbankparks.com)), at your ASD site with check or money order, or



McCambridge Recreation Center with exact cash, check, money order, or credit card (Visa/Mastercard) payment. Office Hours are Monday – Friday 9:00 a.m. - 9:30 p.m., Saturday 9:00 a.m. - 4:30 p.m, and Sunday, 1:00 p.m. - 4:30 p.m. **Please make check or money order payable to the "City of Burbank" and write your child's name and ASD site on the check.**

If you have created an ETrak account before, but do not remember your user ID and password, please call 818-238-5378 for assistance. Please do not create a duplicate account! Please keep in mind that the balance on your account will reflect the balance for the remainder of the school year. If you withdraw in the middle of the school year, we will remove your child from ASD and your balance will be \$0.

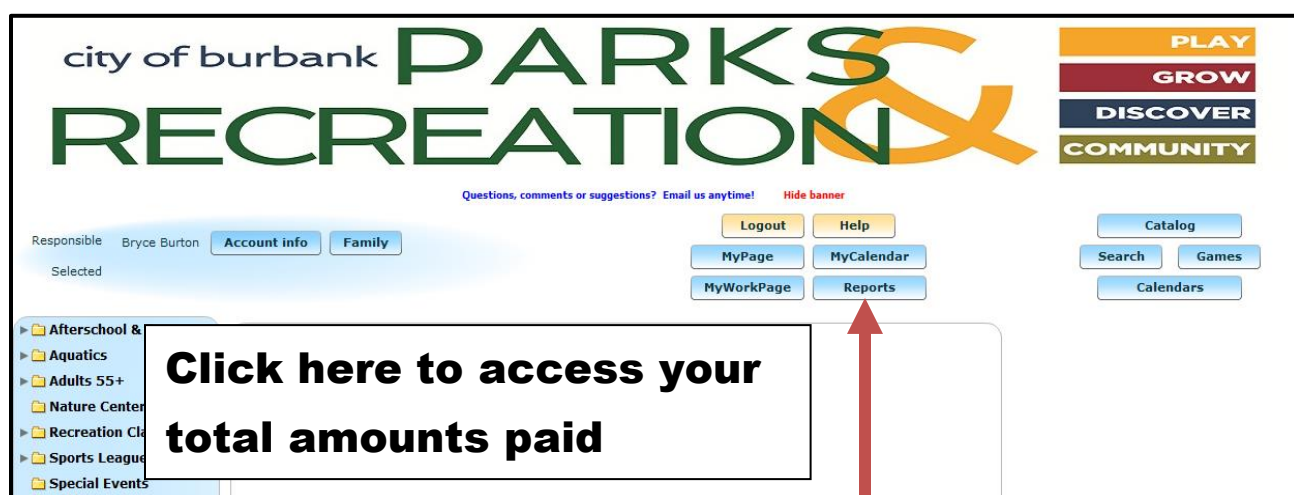
## LATE PAYMENTS

Parents are responsible for making payments by the 25<sup>th</sup> of every month. Payments made after the 25th will be charged a \$15 Late Payment Fee. Staff may remind you when the payment deadline is approaching, but parents are ultimately responsible for ensuring that your payment is made on time. **Payments are late if paid after the 25th of the each month, even when the 25th falls on a weekend or a holiday. If your payment is not made before the 1st of the current month and you have not contacted the staff or program director, staff will assume that your child no longer needs care, and your child may be dropped from the program.**

## RECEIPTS

ASD payment receipts are emailed. Please make sure your email is correct in E-Trak. Please look over your receipt carefully. If you have any concerns regarding your receipt, please talk to the staff at your ASD site. Please notify us right away if you are not receiving receipts.

You can view your ASD receipts and total amounts paid on your ETrak account at [www.burbankparks.com](http://www.burbankparks.com). To help you locate this information, please see the picture below.





## **TAX I.D. NUMBER**

For tax purposes, our Tax I.D. number is **95-6000683**. **Please keep records of your receipts and payments made. The City of Burbank Parks and Recreation Department does not distribute a cumulative total of yearly ASD expenses.**

## **WITHDRAWAL FROM PROGRAM & REFUNDS**

If you plan to withdraw your child from ASD for any reason, a written/ emailed two-week notice is required. If any credit is due after the two-week notice, a refund will be processed and a \$10.00 refund processing fee will be charged.

## **CHECK SERVICE CHARGE**

Any check returned for insufficient funds must be paid for in cash and will be subject to a \$25.00 NSF service charge. Furthermore, you may be required to make any future payments in cash or by money order.

# Afterschool Daze Kinder Club

## 2016-2017 PAYMENT PLAN

**\*\*Although payments are made on a monthly basis, the fees apply to four (4) designated weeks, not calendar months. Fees are not applied to Winter or Spring Breaks.**

Payment Due Date	Payment Due	Payment Applied To Weeks
Upon Registration	\$50	Registration Fee
5/2016	\$163	8/15, 8/22
8/25/2016	\$325	8/29, 9/5, 9/12, 9/19
9/25/2016	\$325	9/26, 10/3, 10/10, 10/17
10/25/2016	\$325	10/24, 10/31, 11/7, 11/14
11/25/2016	\$325	11/21, 11/28, 12/5, 12/12
<b>Weeks of 12/26 and 1/2 <u>NO ASD</u> - Winter Recess Camp (separate fee)</b>		
12/25/2017	\$325	12/19, 1/9, 1/16, 1/23
1/25/2017	\$325	1/30, 2/6, 2/13, 2/20,
2/25/2017	\$325	2/27, 3/6, 3/13, 3/27
<b>Week of 3/20 <u>NO ASD</u> - Spring Recess Camp (separate fee)</b>		
3/25/2017	\$325	4/3, 4/10, 4/17, 4/24
4/25/2017	\$325	5/1, 5/8, 5/15, 5/22
(for August) 2017/2018 School Year	<b>TBD</b>	

**TOTAL FOR 2016-2017 SCHOOL YEAR: \$3,138 (includes \$50 registration fee)**